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***HAZARDOUS MATERIALS CERTIFICATION PROGRAM***

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## MISSION

**The mission of the Division of Fire Safety is to provide fire and life safety enforcement and education to all citizens so they receive the highest quality of services to ensure safety and a sense of well being.**



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## ***HAZARDOUS MATERIALS CERTIFICATION PROGRAM***

### **Certification Process**

The guidelines for the state certification program are designed to ensure the following: accountability, consistency, and credibility of instruction, testing, and certification of first responders and public sector officials and employees in the State of Missouri.

#### **Goals of the Certification Program:**

1. To raise the level of hazardous materials training for the State of Missouri.
2. To improve training and education for first responders and public sector officials and employees.
3. Establish minimum basic training standards for first responders and public sector officials and employees.
4. Issuance of certificates to persons who complete requirements for certification and pass the required state examinations.
5. To maintain records of persons who have attained state certification.

Hazardous Materials Awareness and Operations Certification is provided through the Missouri Department of Public Safety, Division of Fire Safety. The Missouri Division of Fire Safety shall certify individuals at the levels of Hazardous Materials Awareness and Operations training based on a combination of requirements and qualifications.

The Missouri Division of Fire Safety subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, and the handicapped. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



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***HAZARDOUS MATERIALS CERTIFICATION PROGRAM***

**Hazardous Materials Certification**

Hazardous Materials certification is granted to those individuals who meet the required qualifications and successfully pass the certification exam. The requirements for Awareness and Operations levels are based on NFPA 472, 2002 and 29CFR1910-120(q). No individual shall attain higher hazardous materials certification without first completing Hazardous Materials Awareness Level. Applicants seeking certification at the Operations level, must first show documentation of having met the requirements for Hazardous Materials Awareness according to NFPA 472, 2002.

All qualifications must be met and documentation supplied to the Division of Fire Safety prior to admission to the certification examination. Applicants have one year from the time of course completion to complete the certification process.

**I. Applicants Requirements for Hazardous Materials - Awareness Certification**

Certification as Hazardous Materials - Awareness Level will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Complete the enclosed "Hazardous Materials Certification Application". Application must be complete in order to be considered.
- B. Complete the enclosed "Authorization for Release of Information".
- C. Successful completion of the revised University of Missouri Fire and Rescue Training Institute Hazardous Materials Initial Response: Awareness training course (attach copy of certificate to application).
- D. Applicant must be a resident of Missouri, or employed within the State.
- E. Applicant must be at least 18 years of age.
- F. Applicant must possess a valid Missouri driver's license (attach copy to application).
- G. Applicant must attain a score of 70% on the state certification written exam.



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## ***HAZARDOUS MATERIALS CERTIFICATION PROGRAM***

### **II. Applicants Requirements for Hazardous Materials - Operations Certification**

Certification as Hazardous Materials - Operations Level will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Complete the enclosed "Hazardous Materials Certification Application"  
Application must be complete in order to be considered.
- B. Complete the enclosed "Authorization for Release of Information".
- C. Successful completion of the University of Missouri Fire and Rescue Training Institute Hazardous Materials Operations Level training program (attach copy of certificate to application).
- D Applicant must be a resident of Missouri, or employed within the State.
- E. Applicant must be at least 18 years of age.
- F. Applicant must possess a valid Missouri driver's license (attach copy to application).
- G. Applicant must attain a minimum score of 70% on the State certification written and practical examinations.
- H. Applicant must attach documentation of having met the Hazardous Materials Awareness Level of Division of Fire Safety certification.



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***HAZARDOUS MATERIALS CERTIFICATION PROGRAM***

### **III. Awareness Course Requirements**

- A. The course instructor must be certified by the Division of Fire Safety at the Awareness level , and have attended the University of Missouri's Fire & Rescue Training Institute's Awareness Train the Trainer class . The course instructor must also be certified by the Division of Fire Safety as Fire Service Instructor I.
- B. The lead instructor must complete and submit an "Approval for Course Delivery" form to the Division of Fire Safety.
- C. The Division of Fire Safety has approved the Awareness course developed by the Fire & Rescue Training Institute. Other courses may be submitted for approval.

### **IV. Operations Course Requirements**

- A. The course instructor must be certified by the Division of Fire Safety at the Operations level, and have attended the University of Missouri's Fire & Rescue Training Institute's Operations Train the Trainer class. The course instructor must also be certified by the Division of Fire Safety as a minimum of Fire Service Instructor I.
- B. The lead instructor must complete and submit an "Approval for Course Delivery" form to the Division of Fire Safety.
- C. If the course is to be applied toward Division of Fire Safety Operations level certification, practical skills must be evaluated by an approved Operations Level Evaluator at the end of the course.
- D. The Division of Fire Safety has approved the Operations courses developed by the Fire & Rescue Training Institute. Other courses may be submitted for approval.



## **V. Application for Certification Test Date**

Departments or individuals must apply for certification testing at least 14 days prior to the scheduled regional test date by completing the enclosed "Application for Test Date".

**All required documentation must be attached to the "Application for Test Date" prior to a certification exam being arranged.**

Hazardous Materials Awareness and Operations Level certification exam test banks are maintained by the Division of Fire Safety.

## **VI. Assignment of Certification Examination Evaluators**

The assignment of the Lead Evaluator for a specific Hazardous Materials Practical Skills exam is determined by the Division of Fire Safety. Written certification exams will be administered by full time Division of Fire Safety employees as assigned and approved by the Deputy Chief. To serve as a Lead Evaluator for a hazardous materials practical skills certification examination, individuals must meet the following criteria:

1. Serves as an instructor for an approved agency; however, cannot have served as the instructor for the class to be tested.
2. Be certified by the Division of Fire Safety as a Fire Service Instructor I.
3. Be certified by the Division of Fire Safety at the level he or she is evaluating. For example, in order to evaluate Hazardous Materials Awareness level, certification must be at the Hazardous Materials Awareness level.
4. Has attended a Certification Evaluator Seminar.
5. Agrees to abide by all of the rules and conditions stipulated by the Division of Fire Safety.
6. Agrees to and signs an "Evaluator Code of Ethics" for each exam administered.



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***HAZARDOUS MATERIALS CERTIFICATION PROGRAM***

**VII. Annual Refresher**

Those applicants who are trained in accordance with 29CFR1910-120(q)(6) shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (reference 29CFR1910-120(q)(8)). The Division of Fire Safety has adopted the following refresher requirements:

- A. Successfully attend a Hazardous Materials Awareness or Operations training program **or**
- B. A statement of training or competency shall be made by the employer (eg: fire chief, police chief, sheriff, etc.). If a statement of training or competency is made, the employer shall keep a record of the methodology used to demonstrate training or competency. This statement shall be available to the Division of Fire Safety for review upon request.





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## ***HAZARDOUS MATERIALS CERTIFICATION PROGRAM***

### **VIII. Certification Test Requirements**

Candidates must score 70% or better on the state written certification examination. The Awareness exam consists of 50 multiple choice questions and must be completed within one hour. The Operational exam consists of 100 multiple choice questions and must be completed within two hours. Each question is referenced to one or more of the following sources: IFSTA *Hazardous Materials for First Responders*, 2nd edition, the MUFRTI Hazardous Materials Awareness or Operational course, or the Emergency Response Guidebook. Those students taking the Operations examination should be familiar with the Incident Command/Management System. Students can prepare for the exam through completion of the appropriate MUFRTI course and reviewing the above references. Applicants must take and pass the certification exam within one year of completing the appropriate course.

#### **Sample Test Question**

1. The bottom quadrant of the NFPA 704 System is used to indicate:
  - a. health hazards
  - b. flammability
  - c. additional hazards
  - d. reactivity

A candidate who has failed either the written or practical skills exam must wait 14 days before applying for retesting. Students should contact the Division of Fire Safety Office to schedule a retest. A different version of the test shall be issued. Application for retesting must be made within one year of course completion.

Operational test candidates must demonstrate all practical skills at the end of the course by a certified practical skill evaluator. All of the practical skills required to meet NFPA 472-2002 are eligible to be tested during the practical skills exam.

A candidate has two attempts to successfully demonstrate a given skill. If an individual skill is failed after a second attempt, the entire practical skills exam is failed.

Should a student fail a test a second time, he or she shall be required to successfully complete an approved hazardous materials course and practical skills before retesting.



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***HAZARDOUS MATERIALS CERTIFICATION PROGRAM***

**IX. Applying for Hazardous Materials Equivalency/ Reciprocity**

**All Equivalency/Reciprocity applications and supporting documents submitted to the Division of Fire Safety must be reviewed and approved prior to pursuing Missouri State Certification.**

**RECIPROCITY**

Certificates by other IFSAC accredited entities shall be considered for reciprocity to Missouri certification. Applicants possessing IFSAC accredited certification must submit an application for equivalency/reciprocity, an authorization for release of information, and copy of their certificate, clearly indicating the international certification registry number. These individuals must meet all of the General Requirements for Certification as outlined in sections I & II, page 2 & 3 of this booklet.

**EQUIVALENCY**

All individuals applying for certification by the Division of Fire Safety, having training or certification from another state or training entity not accredited by IFSAC must submit an application for equivalency/reciprocity, an authorization for release of information, and any supporting documentation for the level of which he/she is seeking state certification. If approved to pursue state certification, the individual will also be required to take and successfully complete all required practical skills, if applicable, and pass the Division of Fire Safety's Certification Examination. These individuals must meet all of the General Requirements for Certification as outlined in sections I & II, page 2 & 3 of this booklet.

**To apply for equivalency/reciprocity, please contact the Division at 573-751-2930 or visit our website at [www.dfs.dps.mo.gov](http://www.dfs.dps.mo.gov) to download Equivalency/Reciprocity application and authorization for release of information.**



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## ***HAZARDOUS MATERIALS CERTIFICATION PROGRAM***

### **X. Saving Clause**

The qualifications developed in this program shall not be used to render invalid any rank, qualification, certification, or appointment acquired prior to the adoption of this program.

### **XI. Suspension, Revocation or Denial**

The Director of the Division of Fire Safety may suspend, revoke or deny certification to any individual when it is found that the individual:

- A. Has knowingly made a material misrepresentation of any information required for certification.
- B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- C. Has been convicted of or pleaded guilty to a felony.
- D. Fails to achieve a score of 70% on the certification examination or fails to successfully pass the practical skills examination (if applicable).

All certifications currently held by the individual will be reviewed.



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***HAZARDOUS MATERIALS CERTIFICATION PROGRAM***

## **XII. Appeal Process**

Upon the revocation or denial of a certification level, the decision may be appealed in writing to a Board of Appeals within 45 days of the date of the revocation or denial letter.

The Appeal Board will be made up of the following:

State Fire Marshal, Missouri Division of Fire Safety

Director, Missouri Fire & Rescue Training Institute

A representative of the Missouri Department of Public Safety appointed by the Department Director.

The Appeal Board may elect to:

1. Deny the appeal without action
2. Make a recommendation to the Director of the Division of Fire Safety from the written appeal
3. Hold an informal appeal hearing with the individual revoked or denied certification

The Appeal Board shall notify the Director of the Division of Fire Safety and the individual submitting appeal within 90 day of receipt of the appeal.

Failure of any state certification exam **SHALL NOT** be grounds for an appeal.

MISSOURI DIVISION OF FIRE SAFETY  
P.O. Box 844  
Jefferson City, MO 65102



**Approval Request For Course Delivery**  
**Hazardous Materials - Awareness and/or Operations Level(s)**

**To be Completed by the Instructor for Approval of Course Delivery.**

Department/Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Location of course: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Address of Instructor: \_\_\_\_\_

Course Curriculum to be used: \_\_\_\_\_ ☐ Awareness ☐ Operations

Expected completion date of course: \_\_\_\_\_

Person responsible for student records: \_\_\_\_\_

Location of course records: \_\_\_\_\_

P.O.S.T certification request: ☐ Yes ☐ No Estimated # of Students \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Approved Granted

Approval Letter Sent

Copy to \_\_\_\_\_

Date	Initial

MISSOURI DIVISION OF FIRE SAFETY  
P.O. Box 844  
Jefferson City, MO 65102



**HAZARDOUS MATERIALS APPLICATION**  
**For Testing and Certification**

**Part 1 - To be completed by applicant.**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Email Address: \_\_\_\_\_

Fire Department/Agency: \_\_\_\_\_ FDID: \_\_\_\_\_

Business address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Job Title: \_\_\_\_\_ Years of Service: \_\_\_\_\_

**Part II - To be completed by LEAD INSTRUCTOR**

It is hereby confirmed that the above applicant has successfully completed an approved course

☐ Awareness ☐ Operations

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature \_\_\_\_\_

**Part III - To be completed by applicant**

*Exam Date and Location Requested*

Location: \_\_\_\_\_ Date: \_\_\_\_\_

I certify all information contained herein is accurate and truthful to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MISSOURI DIVISION OF FIRE SAFETY  
P.O. Box 844  
Jefferson City, MO 65102



### Authorization For Release Of Information

I, (*Print Full Name*)\_\_\_\_\_ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certification.

I further authorize all law enforcement agencies, U.S. Military, Federal, State and or local government agencies to furnish the Missouri Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the Missouri Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment in this course and certification exam results only to the Chief Officer or his designee of my organization.

A photostatic copy of this authorization will be considered as effective and valid as the original.

Date of Birth:\_\_\_\_\_ Social Security No.:\_\_\_\_\_

Driver's License Number:\_\_\_\_\_ State of issue:\_\_\_\_\_

*Signature*:\_\_\_\_\_ *Date*:\_\_\_\_\_